



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Mr. Chris Small, CEO
chris_small@arrowpoint.net
Arrowpoint Corporation
5030 Business Center Drive
Fairfield, CA 94534

Dear Mr. Small:

RE: FINAL MONITORING VISIT REPORT for Arrowpoint Corporation – ET07-0343

Attendees:	Arrowpoint Corporation=on Representatives: Bill Zanow, VP and Bill Reeder, OPS Center Manager ; ETP Representative(s): Kristie Ohta, ETP Analyst		
Visit Location:	Teleconference		
Date of the Visit:	March 17, 2009	Beginning/End Time:	1:00 pm – 2:00 pm
Term of Agreement:	April 30, 2007 April 29, 2009	Agreement Amount:	\$21,600
Training Start Date:	May 21, 2007	Reimbursement Amount:	\$26.00
Date Training must be Completed:	January 28, 2008	Number of Trainees to Retain:	15
Type of Trainee:	Retrainee	Range of Hours:	24 - 80
Action Required:	NO	Weighted Ave. Hours:	80
		Recommended Hours for Progress Payment 1	24

Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 06/20/07 and training began on 05/21/07. Your staff reported that all training was completed on 01/09/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement 04/29/09.

ETP approved one Agreement Modification on October 27, 2007, adding additional occupations titles and curriculum topics to the Agreement.

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ETP (04/15/05)

- Interview with Mr. Zanow and Mr. Reeder:
- What barriers, if any, did your company experience in implementing your ETP project?
None
- What problems, if any, did your company experience with ETP record keeping?
None, it was very straight forward.
- What assistance could ETP have provided that would improve the process for future Contractors?
I believe that ETP did an excellent job and the process is fine just the way it is.
- How did your company benefit from the ETP training?
We were able to complete far more training on our budget than we first planned for.

Project Status:

Planned Number of Trainees:	15	Total Agreement Training Hours:	1,200
Trainees Enrolled:	13	Training Hours Recorded:	560
Trainees Started Training:	13	Potentially Reimbursable Hours:	560
Number of Trainees Dropped:	- 0 -	Number of Trainees Completed Training:	13
Completed 8 hours:	13	Trainees in Retention:	- 0 -
Completed Minimum hours:	13	Trainees Completed Retention:	13

Arrowpoint Corporation records show that 13 trainees completed training and the 90 day retention period (83% of planned retentions). Arrowpoint Corporation projects earnings to be \$13,520 (63% of the encumbered total \$21,600). Current records show that Arrowpoint Corporation has received \$0 in progress payments, of which \$0 has been approved as earned.

Subsequent to this visit Ms. Ohta assisted Mr. Zanow and Mr. Reeder in invoicing for progress payments 1 and 2, and the final.

Attendance Rosters:

Ms. Ohta reviewed 100 percent of Arrowpoint Corporation's training rosters documenting ETP funded training to ensure they are being completed correctly and the accuracy of the information. You normally use ETP's approved single day roster. All rosters reviewed met Panel requirements for documenting this training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

Invoices:

Ms. Ohta assisted Mr. Zanow and Mr. Reeder in submitting progress payments 1 and 2, and the final invoice.

Audit:

Arrowpoint Corporation will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

Record Retention:

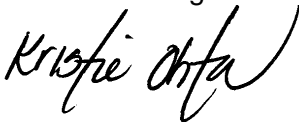
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: Bill Zanow – Bill_zanow@arrowpoint.net
Bill Reeder - Bill.reeder@ctr@nslcpac.navy.mil
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____ **